

**DOH Collaborative on Performance Measures  
Kick Off Meeting – June 6, 2006 – Olympia, Washington**

**Meeting Minutes (Recorder: Nicola Marsden-Haug)**

**Simana - Dedicated website for participants of this project**

- Website for collaborative group to post resources, meeting agendas, etc.
- [www.doh.wa.gov/philip](http://www.doh.wa.gov/philip) → performance management → committee → meetings
- Email list of participants will be distributed. (Not posted on website because it is publicly accessible).

**Also on the PHIP website**

- [www.doh.wa.gov/philip](http://www.doh.wa.gov/philip)
- Highlights (box on lower left) has all reports
- DOH and LHJ directory of people

**Joan – Collaborating to Learn presentation**

- Take home message: This collaborative is an opportunity for all of us to learn. There are no wrong answers. What doesn't work is just as important as what does work.

**Kathleen – Collaborative with a Capital “C”**

- Learning model for this project is to provide training at the beginning (kick off meeting), to include the basic framework and explain the tools that are available. We will provide training from experts (learning sessions) via iLinc. Participants are expected to do work on their own in between learning sessions, and share during the next group meetings.
- Ask your team and the rest of this collaborative team for help. Don't reinvent the wheel!

**Marni – Improving Performance**

- We expect the teams in this project to develop new tools
- You (teams) are the pioneer of this particular application of the learning model
- Our approach: a learning collaborative
- See slides for tasks to group. Wherever you end up in this process is okay.

**Lauren & Vic – Logic Models**

- By show of hands and roundtable sharing, this group has varying levels of experience with logic models, but nobody reported having extensive of experience.
- Special software is not needed. You may use Word, PowerPoint, Excel, Visio, etc.
- Many formats and ways to construct logic models. Some helpful hints:
  - Must show inputs, outputs, and outcomes.
  - Best to keep these all on one page, so it is a single snapshot of your procedures/processes/activities and your outcomes.
  - Planning → Plan → Implementation → Impacts & Outcomes

**Marni – Examples of Logic Models and Data Based Performance Measures**

- Objectives should be stated in narrative statements.
- Measurements are specific criteria telling exactly how you measure those objectives, e.g. frequency or rate of event.
- Example 1: Food Safety Logic Model
  - NOTE: This took about 15 hours to construct, via 3 meetings. So budget your time and expect this development process to take you some time.
- Example 2: See packet.
- Establish your performance measurements through your logic model. THEN do your data description and collection separately.
  - Example: Food Safety Logic Model is paired with the hot pink sheet (in your packet) titled “Food Safety Pilot Program Evaluation Data Description and Collection Process.”
  - The purple form (in your packet) can be used as a data collection form for your project. Customize it as you need.

### **Current Status of Teams**

- Grant: Has a team, but doesn’t have a program. Considering TB.
- Grays Harbor: Team members selected. Want to do something on family planning.
- Spokane: No program selected but thinking about asking each division to do one program.
- Thurston: Family planning.

### **Next Steps and Tasks**

- Select a program for your team to work on in this collaborative.
  - **DUE: June 19**, please send to Nicola
- Create a work plan for your site.
  - **DUE: June 30**, please send to Nicola
- Develop a rough draft of your logic model(s) for each program you selected
  - **DUE: July 17**, please send to Nicola
- Join the group for the **July 18 iLinc meeting** (9:30-11:30 am)
- Rita & Simana will double check that all updated/final versions of slides and resources are posted on our website.
- Torney will send the Business Process Analysis handouts to be posted.
- Simana will send an email list to the group.

### **General questions about project**

- How can we use the funds? (\$4,000 to each site)
  - Travel to meetings, purchase software, consultation with experts
  - Joan will get approval from RWJ to provide a letter to sites that explicitly says they can use the funds at their discretion. This will help with any site auditing on use of these funds.
- Who should we send things to? (For posting on website or sharing with group)
  - Nicola (nicolamh@u.washington.edu)
  - (Nicola will send to Rita/Simana for posting on the collaborative group website; and will send an email announcement to the group letting them know there is a new posting on our website).

- How do we request help?
  - Send your request to Nicola. She will work with Rita to identify the appropriate content expert.
- How frequently will we meet?
  - Once per month via iLinc
  - Final in-person meeting in late October (Learning Congress)